



N a v a l   D e n t a l   C e n t e r

**Southwest**

Education and Training Department



## CHECK-IN TRAINING LIST FOR NEWLY REPORTING PERSONNEL

NAME: \_\_\_\_\_

SSN (LAST 4): \_\_\_\_\_

DATE REPORTED: \_\_\_\_\_ CLINIC: \_\_\_\_\_

1. PLACE COPIES OF SERVICE RECORD PAGES 4 AND 13 CONCERNING ANY ADVANCEMENT AND/OR TRAINING ISSUES INTO MEMBER'S TRAINING FOLDER. TRAINING CERTIFICATES OF COMPLETION ARE ALSO INCLUDED.
2. MEMBER RECEIVED THE FOLLOWING TRAINING (Clinic Training Officer/Petty Officer must sign off each training item below):

**ANNUAL UPDATE TRAINING FOR ADMINISTRATIVE PERSONNEL** (Annual Requirement-Administrative Personnel Only) / VIA EDTRA WEB PAGE, NDCSW WEB SITE: <https://ndcsw-intranet.med.navy.mil>. A COPY OF THE CERTIFICATE OF COMPLETION MUST BE SUBMITTED TO EDTRA AS PROOF OF TRAINING.

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**ANNUAL UPDATE TRAINING FOR CLINICAL PERSONNEL** (Annual Requirement-Clinical Personnel Only) / VIA EDTRA WEB PAGE, NDCSW WEB SITE: <https://ndcsw-intranet.med.navy.mil>. INCLUDES 1 ADDITIONAL TOPIC: REPRODUCTIVE HAZARD AND MERCURY AWARENESS. A COPY OF THE CERTIFICATE OF COMPLETION MUST BE SUBMITTED TO EDTRA AS PROOF OF TRAINING.

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**BIO-TERRORISM TRAINING\*** (Annual Requirement-Dental Officers Only) / VIA EDTRA WEB PAGE, NDCSW WEB SITE: <https://ndcsw-intranet.med.navy.mil>. A COPY OF THE CERTIFICATE OF COMPLETION MUST BE SUBMITTED TO EDTRA AS PROOF OF TRAINING.

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**ANTI-TERRORISM TRAINING** (Annual Requirement-Military Personnel Only / Contract Personnel-Once Per Command) / VIA EDTRA WEB PAGE, NDCSW WEB SITE <https://ndcsw-intranet.med.navy.mil>. A COPY OF THE CERTIFICATE OF COMPLETION MUST BE SUBMITTED TO EDTRA AS PROOF OF TRAINING.

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**BASIC LIFE SUPPORT-CPR CERIFICATION** (Requirement for Clinical & Essential Personnel Only) / VIA PROOF OF CURRENT CPR CARD. IF CERTIFICATION IS EXPIRED OR NOT AVAILABLE, MEMBER MUST BE SCHEDULED FOR THE NEXT AVAILABLE COMMAND CPR COURSE THROUGH EDTRA (SOUTHERN CLINICS ONLY). NORTHERN CLINICS MUST SCHEDULE MEMBER THROUGH THEIR RESPECTIVE BASE MEDICAL FACILITY/TRAINING COMMAND/ OR CIVILIAN OUT-SOURCES. A COPY OF CURRENT CPR CARD MUST BE SUBMITTED TO EDTRA AS PROOF OF TRAINING.

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**PERSONAL PROTECTIVE EQUIPMENT (PPE), BLOODBORNE PATHOGENS, AND TUBERCULOSIS AWARENESS TRAINING** (Annual Requirement-Clinical Personnel Only) / VIA COMMAND INDOCTRINATION OR CLINIC TRAINING SESSIONS. MEMBER'S NAME AND DATE OF TRAINING MUST BE DOCUMENTED ON TRAINING ROSTER AND SUBMITTED TO EDTRA AS PROOF OF TRAINING.

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**CUSTOMER RELATIONS TRAINING** (Once a Career-All Hands/Additional Training As Needed-Determined By Clinic Director or Customer Relations Officer) / VIA CLINIC TRAINING SESSIONS. IF MEMBER HAS NOT ATTENDED TRAINING IN THE PAST, MEMBER MUST CONTACT THEIR RESPECTIVE CLINIC TRAINING OFFICER/PETTY OFFICER. ADDITIONAL CUSTOMER RELATIONS TRAINING CONDUCTED AT THE CLINIC/COMMAND LEVEL MUST BE DOCUMENTED ON A TRAINING ROSTER WITH MEMBER'S NAME AND DATE OF TRAINING, AND SUBMITTED TO EDTRA AS PROOF OF TRAINING.

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**COMMAND/BASE INDOCTRINATION** (Required Upon Checking In-All Hands) / MEMBER MUST BE SCHEDULED THROUGH EDTRA UPON CHECKING INTO COMMAND (SOUTHERN CLINICS ONLY). MEMBERS ASSIGNED TO NORTHERN CLINICS MUST ATTEND THEIR RESPECTIVE BASE OR CLINIC INDOCTRINATIONS TO RECEIVE SPECIFIC AOR GUIDANCE AND LOCAL INFORMATION. MEMBER'S NAME AND DATE OF INDOCTRINATION MUST BE DOCUMENTED ON A TRAINING ROSTER AND SUBMITTED TO EDTRA AS PROOF OF TRAINING.

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**GENERAL MILITARY TRAINING** (Annual Requirement-Military Personnel Only) / VIA CLINIC TRAINING SESSIONS OR NAVY KNOWLEDGE ON-LINE (NKO) WEB SITE: <https://wwwa.nko.navy.mil>. FOLLOW THE COMMAND'S ANNUAL TRAINING PLAN FOR THE GMT TOPICS GIVEN DURING THE CURRENT QUARTER. TRAINING ROSTERS WITH MEMBER'S NAME AND DATE OF

TRAINING OR A COPY OF THE CERTIFICATE OF COMPLETION FOR EACH GMT TOPIC MUST BE SUBMITTED TO EDTRA AS PROOF OF TRAINING. FOR INSTRUCTIONS ON ACCESSING THE GMT ON-LINE TRAINING VIA NKO, PLEASE CONTACT YOUR RESPECTIVE CLINIC TRAINING OFFICER/PETTY OFFICER.

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**PREVENT COURSE** (Required for members age 18-26 years of age) / VIA CLASSROOM TRAINING. IF MEMBER HAS NOT ATTENDED A COURSE IN THE PAST, MEMBER MUST BE SCHEDULED THROUGH EDTRA OR THEIR RESPECTIVE BASE DAPMA OR PREVENT POC TO ATTEND A COURSE. MORE INFORMATION IS AVAILABLE AT [www.preventonline.org](http://www.preventonline.org). A COPY OF THE CERTIFICATE OF COMPLETION OR PAGE 13 MUST BE SUBMITTED TO EDTRA AS PROOF OF TRAINING. FOR FURTHER ASSISTANCE, PLEASE CONTACT EDTRA OR YOUR RESPECTIVE CLINIC TRAINING OFFICER/PETTY OFFICER.

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**LEADERSHIP TRAINING COURSE** (Required for E-5, E-6, E-7 personnel) / VIA CLASSROOM TRAINING. IF MEMBER HAS YET TO ATTEND A LEADERSHIP TRAINING COURSE, MEMBERS ARE STRONGLY ADVISED TO ATTEND A COURSE EARLY IN THEIR PAYGRADE. SCHEDULE MEMBER'S LEADERSHIP TRAINING WITH EDTRA. A COPY OF THE CERTIFICATE OF COMPLETION OR PAGE 13 MUST BE SUBMITTED TO EDTRA AS PROOF OF TRAINING. FOR FURTHER ASSISTANCE, PLEASE CONTACT EDTRA OR YOUR RESPECTIVE CLINIC TRAINING OFFICER/PETTY OFFICER.

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**BASIC MEDICAL DEPARTMENT OFFICER COURSE** (Required Once a Career for All Medical Department Corps Officers, O1-O3) / VIA NAVY E-LEARNING WEBSITE ON NAVY KNOWLEDGE ON-LINE (NKO): <https://wwwa.nko.navy.mil>. A COPY OF COURSE COMPLETION CERTIFICATE OR POST-TEST SCORES MUST BE SUBMITTED TO EDTRA AS PROOF OF TRAINING. FOR FURTHER ASSISTANCE, PLEASE CONTACT EDTRA OR YOUR RESPECTIVE CLINIC TRAINING OFFICER/PETTY OFFICER.

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**HIPAA PRIVACY AWARENESS TRAINING** (Annual Refresher-All Hands) / VIA HIPAA TRAINING WEBSITE: [www.hipaatraining.tricare.osd.mil](http://www.hipaatraining.tricare.osd.mil). INITIAL HIPAA TRAINING IS REQUIRED BEFORE TAKING THE ANNUAL REFRESHER COURSE. VERIFICATION OF TRAINING COMPLETION CAN BE OBTAINED FROM THE COMMAND HIPAA COMPLIANCE SPECIALIST/TRAINING COORDINATOR. FOR FURTHER ASSISTANCE, PLEASE CONTACT EDTRA OR YOUR RESPECTIVE CLINIC TRAINING OFFICER/PETTY OFFICER.

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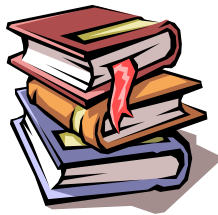
**NEWLY REPORTING PERSONNEL ARE GIVEN 90 DAYS FROM THEIR DATE OF CHECK-IN TO COMPLETE THE ABOVE TRAINING.**

**AFTER COMPLETING THE ABOVE REQUIREMENTS, A COPY OF THIS FORM ALONG WITH COPIES OF ANY TRAINING COMPLETION CERTIFICATES OR PAGE 13s MUST BE SUBMITTED TO EDTRA FOR ENTRY INTO THE COMMAND'S SPMS TRAINING DATABASE. TRAINING CONDUCTED THROUGH CLINIC SESSIONS MUST BE DOCUMENTED ON MONTHLY TRAINING ROSTERS. ENSURE ALL TRAINING COMPLETION CERTIFICATES, PAGE 13s, AND BLS CERTIFICATIONS ARE ALSO KEPT IN MEMBER'S TRAINING FOLDER.**

**NOTE TO CLINIC TRAINING OFFICER AND PETTY OFFICER: ALL BRANCH DENTAL CLINICS WITH THE EXCEPTION OF BDC SAN DIEGO/ADL/HDQ ARE RESPONSIBLE FOR MAINTAINING THEIR OWN PERSONNEL TRAINING FOLDERS. A NEW INDIVIDUAL TRAINING FOLDER IS MADE AND PROPERLY MAINTAINED BY THE CLINIC TRAINING PETTY OFFICER FOR EVERY NEW CHECK-IN.**

**EDTRA SIGNATURE (For EDTRA Only) / MEMBER HAS COMPLETED THE ABOVE TRAINING REQUIREMENTS. INPUT ABOVE COURSES INTO MEMBER'S SPMS INDIVIDUAL TRAINING RECORD.**

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\* Pending course changes